

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-90**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Firefighter/EMT-Basic
OPENING DATE:	September 28, 2016
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety/Fire Protection Program
SALARY RANGE:	NE-6; \$21,882 - \$32,822

Position Summary:

Under direct supervision of the Fire Lieutenant, the Firefighter/EMT – Basic protects the life, property, and natural resources of the Pueblo of Laguna. Responds to a variety of emergencies, such as structure and wild-land fires, medical and trauma emergencies, hazardous materials incidents, or rescue and extrication emergencies. Consistently applies Core Values supporting Workforce Excellence. Must maintain confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Works within a Paramilitary Rank structure environment; adheres to and follows the chain of command.
- Responds to fire alarms, emergency medical services (EMS), and other emergencies when dispatched.
- Locates, rescues, and removes victims from dangerous or potentially dangerous situations.
- Transports patients to appropriate medical facility and reports to medical facility personnel on condition and care of patients.
- Transports bodies of deceased persons to mortuaries and homes.
- Provides emergency medical care and transport of injured persons.
- Controls property loss created by fire by removing occupants and belongings, diminishing water damage, and conducting proper salvage and overhaul techniques.
- Creates openings in buildings for entry, cross-ventilation and/or roof ventilation.
- Handles large diameter fire hose used for fire suppression and containment of fire.
- Assists in inspecting buildings for fire hazards and compliance with fire prevention ordinances.
- Maintains apparatus, living quarters, fire station, equipment, and grounds, to remain in good and clean condition.
- Participates in EMS and fire drills, equipment demonstrations, and training courses, such as hydraulics, pump operations, and firefighting tactics and strategy.
- Drives firefighting apparatus such as an ambulance, tanker, pumper, and brush truck.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Assists with coordination of emergency scenes with other public safety, local groups/organizations, or agencies utilizing the National Incident Management System (NIMS) and Incident Command System (ICS) as required by Homeland Security.
- Communicates with superior officers or Medical Control Emergency Physician (MCEP) during emergencies utilizing portable two-way radios or face to face communications.
- Maintains positive relations with community members and agencies by educating and informing the public on fire safety tips, fire prevention and community-related activities.
- Maintains technical knowledge by attending training classes and seminars on firefighting/EMS methods, techniques, safety, and fire prevention.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as assigned.

Minimum Qualifications:

High School diploma or GED required. New Mexico EMT-Basic License required and must maintain throughout employment. Firefighter I Certification required. Must participate in the Laguna Fire Protection Program physical fitness agility test. Firefighter II Certification must be obtained within three (3) years of hire. Fluency in the Laguna language preferred.

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Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Firefighter/EMT – Basic is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Physical Fitness Agility	X

Knowledge, Abilities, and Skills:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of equipment used in firefighting.
- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices.
- Knowledge and understanding of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Ability to work within a Paramilitary Rank Structure and follow a chain of command.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to understand the difference between utilization of water or high-expansion foam and effective application thereof.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to protect and maintain confidentiality of patient information.
- Ability to demonstrate moral character and desire to help when dealing with people.
- Ability to prepare accurate reports and present detailed, accurate, and objective oral presentations in response to questions.
- Ability to work extended hours and various work schedules.
- Ability to accept the dangers/stresses/regimentation/discipline and time demands of firefighting and emergency response.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations, make effective and logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons as well as minimum damage to property.
- Ability to maintain physical condition to perform essential duties of the position.
- Skill in operating office machines and business computers, including Word, Outlook, Excel and other data entry software.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLeemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES